A number of services are included in automated mail processing.

Bursting: Continuous form-fed documents can be mechanically bursted, trimmed and folded for inserting into envelopes.

Inserting: A number of different pieces of equipment are used to insert both non-signature and signature documents into letter-sized envelopes. Intelligent inserting equipment can match signature documents being mailed to the same address by reading pre-printed markings on the documents and then insert them into one envelope. Inserters are capable of inserting from one to six documents into an envelope.

Tabbing: Tabbing self-mailers is achieved by mechanically affixing self-adhesive wafer seals to the mail piece. This method prevents the mail from opening during subsequent mail processes such as labeling, presorting and USPS delivery to the addressee.

Labeling: The labeling of mail pieces is accomplished by applying self-adhesive labels. This includes state-of-the-art labeling by means of an automated Direct Image Labeler.

- The **Direct Image Labeler** is the most efficient and versatile method for affixing mailing labels to mail pieces. Jobs are processed in conjunction with MS' Postalsoft mailing software to ensure customers realize the greatest postal discounts available.
- **Postalsoft Mailing Software** is used to manage customers' electronic mailing lists. Its features include address standardization and correction, database management, merge/purge processing, and presorting preparation. Postalsoft can be used to merely validate the addresses on a customer's mailing list or to validate addresses and create an electronic file that is then exported to the Direct Image Labelers so that address labels can be printed and affixed to the mail pieces.

  Postal Mailing Software can process mailing lists in the following file formats: dbase, fixed or delimited ASCII fields, Excel or Access files. Lists can be sent to mailing services on 3 ½ " diskettes, CDs, or by e-mail to Postalsoft@michigan.gov.

Sealing: Documents/mailers are sealed using either a pressure seal or heat seal process.